



## **MONTANA STATE HOSPITAL POLICY AND PROCEDURE**

### **ATTENDANCE & WORK HOURS**

**Effective Date:** August 28, 2006

**Policy #:** HR-18

**Page 1 of 2**

- I. PURPOSE:** To provide guidelines for hospital rules governing hours of work, coffee/rest breaks, and meal periods.
- II. POLICY:** It is the policy of Montana State Hospital to provide rest breaks and meal periods to all employees while meeting the needs of the hospital.
- III. DEFINITIONS:** None
- IV. RESPONSIBILITIES:**
  - A. All employees will adhere to this policy.
  - B. Supervisors will work with staff to ensure hospital rules governing hours of work and meal and rest breaks are followed.
- V. PROCEDURE:**
  - A. Employees, as required, shall sign in and out as close as possible to the beginning and end of their regular shifts. Employees CANNOT sign in or out for a co-worker.
  - B. Designated licensed nursing staff will report fifteen minutes prior to shift in order to allow exchanges of information between shifts. Such fifteen minutes shall be considered as time worked.
  - C. Employees are to be at their assigned workstation promptly at the designated start time. They are not to leave the assigned workstation without supervisor approval before the end of their shift. Employees will be expected to work until the end of their shift. Employees will not leave the work area early.
  - D. All employees are limited to a maximum of two fifteen-minute rest/coffee breaks per shift. One break during the first four-hour period of work and one break during the second four hour work period. Rest/coffee breaks do not accumulate and may not extend the lunch period nor be used to start late or leave early. No employee is authorized to start or end his shift with a break. Breaks shall be taken in designated areas and as scheduled. Breaks cannot be scheduled later than one hour before the midshift meal or later than one hour prior to the end of your shift.

## Montana State Hospital Policy and Procedure

### ATTENDANCE & WORK HOURS

Page 2 of 2

- E. All employees paid for their lunch period shall be limited to a one-half hour meal period for duty shift. Employees are responsible to keep their supervisor advised as to their whereabouts during the meal break.
- F. No employee shall leave the hospital grounds without the expressed permission of their immediate supervisor. Any employee found violating this policy shall be subject to immediate disciplinary action up to and including termination. The Warm Springs Store is not considered to be on the hospital grounds.
- G. Employees living on the hospital campus are allowed to be at their residence during their work shift only under the following conditions:
  - 1. The mid-shift meal – for those persons who take this meal on paid time – with supervisor's knowledge and permission.
  - 2. Performance of a normally assigned job duty.
  - 3. Emergencies – with permission and knowledge of supervisor.
  - 4. Other occasions as approved by the immediate supervisor.

**VI. REFERENCES:** None

**VII. COLLABORATED WITH:** Hospital Administrator, Director of Nursing Services

**VIII. RESCISSIONS:** #HR-18, *Attendance and Work Hours* dated September 1, 2002; H.O.P.P. 12-04W.103090, *Work Hours* dated December 20 1984.

**IX. DISTRIBUTION:** All hospital policy manuals

**X. REVIEW AND REISSUE DATE:** August 2009

**XI. FOLLOW-UP RESPONSIBILITY:** Director of Human Resources

**XII. ATTACHMENTS:** None

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Ed Amberg  
Hospital Administrator

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Todd Thun  
Human Resources Director